

Completing DA Form 3953 (PR&C)

Purchasing & Contract Officer
RCOS address

Leave blank

Comptroller address

Requesting units document number
for all non property book items.
PBO document number for all
property book items.

Date prepared Number of pages

If it is a PBO item put "Property Book Officer and address. For non property book items, put the exact location item or service is to be delivered. Include as much detail as possible (i.e., Bldg number, grid coordinates...).

Complete unit address to include APO and base camp for receiving unit

The MTO&E, TDA, CTA or document that authorizes the purchase
Do not list AR710-2. Include paragraph, table or LIN.

Number each separate item or service requirement.

** Complete description of item or service required. Must include all requirements (i.e. installation, service agreements...). See NOTE, Source(s) of supply (If over \$2,500, 3 sources are required) and shipping.

The specific purpose for requirement

Signature block of initiating officer

Phone number of initiating officer

Signature block of supply officer providing document number

* Signature of supply officer

* Signature of initiating officer

NOTE: Do not combine PBO items with non-PBO items in same PR&C. Include the sources and estimates in block 15. For items or services more than \$2,500.00, requester must provide three sources with estimates (required by law). Include Shipping Costs

* The initiator, supply officer, and approver must be three different individuals.

** Equipment & supplies must be authorized AND approved

** FEDERAL SUPPLY CODE

1. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		2. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		3. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		4. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		5. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		6. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		7. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		8. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		9. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		10. REQUESTING UNIT ADDRESS AND PHONE NUMBER (Include APO and base camp for receiving unit)		11. 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Complete unit address to include APO for requesting unit

Date item delivery is required

Phone number for POC in block 10

Unit POC name and rank

Name/title of Comptroller

Total cost. Insure to include any shipping or delivery fees as part of the total cost. Indicate in block 15 that shipping or delivery fees are included in total cost when applicable.

Unit price. (Use local currency when feasible, but always enter into PD2 PR&C in \$).

Unit of issue

The quantity required

Complete signature block of approving official (AW USAREUR Memo "Approval of OMA USAREUR - Funded Purchase Requests and Commitments and Military Interdepartmental Purchase Request Requirements")

Signature of approving officer -

Up to \$49,999.99 O-4/GS-13/C-9
\$50,000.00-\$124,999.99 O-5/GS-15/C-10
\$125,000.00-\$199,999.99 O-6/GS-15
\$200,000.00 & Up O-7 & Above